

**WAUKEGAN PLANNING & ZONING COMMISSION  
MINUTES  
January 14, 2016**

**1.0 Roll Call**

PRESENT: Anderson, Rodriguez, Dye, Garcia, Kolber, Griffin, Grimes, Bartos, Haug

ABSENT: None

**2.0 Approval of November 12, 2015 Minutes**

Chairman Rodriguez makes corrections to the minutes. Instead of approving items the commission recommends approval to City Council. Also when people are seated after the meeting has begun the time should be noted.

Motion by Commissioner Grimes and seconded by Commissioner Griffin to approve the minutes of the November 12, 2015 Planning & Zoning Commission meeting.

AYES: All    NAYES: None

**3.0 Audience Time**

None

**4.0 Old Business**

None

**5.0 New Business**

Chairman Rodriguez moves city business Zoning Calendar #2480 to item 5.3 to accommodate the applicant of Zoning Calendar #2482.

**5.1 Zoning Calendar #2479**

Petitioner:      Community Action Project of Lake County

Location:        1200 W. Glen Flora Avenue

Request:        Map Amendment (Rezoning) from B2 Community Shopping to R3 Single-Family Residence

Russ Tomlin explains the history behind the property at 1200 W. Glen Flora Ave. and the fact that under the current zoning the use is legal non-conforming, the rezoning request will bring the property into compliance. Russ also explains that there has been some back and forth discussions as to the appropriate zoning classification, whether it be R3 Single-family or OI/1 Office Institutional. The recommendation tonight is to change the current B2 zoning to OI/1.

Commissioner Griffin- It sounds like the city made an error back in the day when this was zoned or when the building was built.

Russ- Essentially, the building has been legal non-conforming for all this time and the zoning change will make it conforming.

Commissioner Griffin-Will the applicant need to pay the fee? That seems unfair, if it was a mistake by the city.

Russ-We will be looking into that.

Motion by Commissioner Grimes and seconded by Commissioner Garcia to seat Commissioner Kolber at 7:10PM  
AYES: All      NAYES: None

Petitioner representative Michael Roth explains that the school just wants to make sure that they are legal and conforming. There have been numerous discussions as to the most appropriate zoning, R3 or OI/1, as long as the school is conforming.

Commissioner Dye-Asks where the other OI/1 districts are located.

Russ- It is one of our smaller more limited zoning districts, mostly near downtown, and a few other spots throughout the city.

Chairman Rodriguez opens the meeting up to anybody in opposition of the request.  
None

Chairman Rodriguez opens the meeting up to anybody in favor of the request.  
None

Staff Report- Staff recommends approval of a zoning change from B2 to OI/1.

Commissioner Griffin-Can we add in the waiver of the fees?

Commissioner Anderson- I don't think that this commission has the authority to do that.

Chairman Rodriguez-Agreed, I think that would need to be worked out with staff and the administration.

Commissioner Dye- I understand the back and forth between the proposed zoning R3 vs OI/1 but I'm not sure if OI/1 makes sense over R3.

Petitioner representative Michael Roth- Can I ask that the commission add language to the motion that the educational facility is allowed to remain.

Commissioner Bartos-Why would we need to include that, we are just making a recommendation to change the zoning.

Michael Roth- I would at least like it reflected in the minutes that we request to continue the use of the educational facility.

Motion by Commissioner Griffin and seconded by Commissioner Garcia to recommend to City Council the approval of Zoning Calendar #2479 a Map Amendment (Rezoning) from B2 Community Shopping to OI/1 Office Institutional.

AYES: All      NAYES: None

## **5.2      Zoning Calendar #2480**

Petitioner:      City of Waukegan Planning and Zoning Commission

Request:      Revision of By-Laws/Rules of Procedure by adding a new Section 5 to Article 5 implementing a Process for Revocation of Conditional Use Permits

Staff report- Steve Sabourin states that the request was brought up a few months ago by former Commission member Andy Hayes. At the time there was a CUP that had a number of complaints against it but the commission had no clear rules or procedure for hearing complaints and taking action. This revision of by laws will set forward rules and procedures to

follow when considering revocation of Conditional Use Permits.

Chairman Rodriguez- I think this is much needed and also reminds me again that we need to have an attorney present during these meetings. Things can get contentious and legal issues do come up from time to time.

Commissioner Dye- Is it really necessary for the city to have to pay attorney fees to have them here though. We make recommendations we aren't the final yes or no.

Commissioner Kolber- I agree with the chairman, we make important decision here that affect a variety of things, we should have legal representation. In my job as an architect I go to these types of meetings all the time all over the place and they all have a lawyer present.

Commissioner Bartos- What is the current process because as long as I have been a commission member we haven't had a revocation.

Steve Sabourin- If we get complaints or if we find that it a CUP is in violation we will give them a chance to come into compliance, if that doesn't work we can issue fines, or bring them before the commission.

Commissioner Bartos- Could we get more regular updates of the various CUP's that we approve?

Commissioner Kolber-Mr. Chairman, we have talked about the importance of an attorney before, and discussed writing a letter to the mayor, have we done that yet?

Chairman Rodriguez- Yes, we have discussed this a number of times and have made verbal requests, I will write a letter. Also as mentioned before, the commission would appreciate updates on CUP's from staff.

Motion by Commissioner Anderson and seconded by Commissioner Haug to recommend to City Council the approval of Zoning Calendar #2480 a Revision of By-Laws/Rules of Procedure by adding a new Section 5 to Article 5 implementing a Process for a Hearing Regarding the Revocation of Conditional Use Permits.

AYES: All      NAYES: None

### **5.3      Zoning Calendar #2482**

Petitioner:      Alejandro Casillas/MLRP 3733 Hawthorne, LLC  
Location:      3737 Hawthorne Court  
Request:      Conditional Use Permit for a Post-Industrial Plastic Recycler

Petitioner Alejandro Casillas presents and explains the proposed use at 3737 Hawthorne Ct. He explains that the business currently has a location in Gurnee that they are outgrowing and would like to move a portion of that business to Waukegan. They would like to install 5 grinders and 1 blender at the new Waukegan location where they will grind up rejected plastic water bottles and soda bottles. These grindings will then be shipped back to the Gurnee location and sold to other plastics companies.

Commissioner Bartos- Do you have any plans to store materials at this location?

Alejandro Casillas- No we will grind, blend, then ship the material out.

Commissioner Bartos- How long would the material be at the plant before shipping out?

Alejandro Casillas- Approximately 48 hrs.

Commissioner Bartos- What about noise levels?

Alejandro Casillas- Everything will be conducted inside closed doors, the employees wear ear plugs, but it cannot be heard on the outside of the building.

Commissioner Dye- Are any chemicals or heat used in your process?

Alejandro Casillas- No, just grinding, we don't use heat or chemicals.

Commissioner Haug- What about fire concerns?

Alejandro Casillas- We have had a fire department inspection and passed, the material has a very high melting point, so it is very difficult for it to every get that high just by grinding.

Chairman Rodriguez opens the meeting up to anybody in opposition of request.

None.

Chairman Rodriguez opens the meeting up to anybody in favor of the request.

None.

Staff report- Staff recommends approval with the conditions outlined.

Chairman Rodriguez- What type of economic or jobs impact will this have?

Alejandro Casillas- 10 employees from the Gurnee location will be working at the Waukegan location.

Motion by Commissioner Dye and seconded by Commissioner Bartos to recommend to City Council the approval of Zoning Calendar #2482 a Conditional Use Permit for a Post-Industrial Plastic Recycler at 3737 Hawthorne Court.

AYES: All      NAYES: None

## **6.0 Conditional Use Permit Reviews**

NONE

Commissioner Griffin requests an update on the auto repair at Grand Ave. and Jackson St.

## **7.0 Adjournment**

Motion by Commissioner Grimes and seconded by Commissioner Anderson to adjourn the January 14, 2016 Planning & Zoning Commission meeting.

AYES: All      NAYES: None